

# CITY OF MANCHESTER

## PLANNING AND ZONING COMMISSION MEETING MINUTES MONDAY, OCTOBER 13, 2014

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### COMMISSIONERS

Jason Truesdell, Chairman (2018)  
James Labit, Secretary (2016)  
Joni Korte (2016)  
Tom Brown (2017)  
Jack Fluchel (2015)  
Mark Smith (2018)  
Dave Willson, Mayor

### CITY OFFICIALS AND STAFF

Mike Clement, Alderman, Ex-Officio member  
Kathy Arnett, Planning and Zoning Director  
Melissa Barklage, Recording Secretary

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### CASES

#### NUMBER

**CASE 14-SP-006** – A request for Site plan approval has been made by Thomas & Kristin Gilreath for an 828 square foot addition to their existing home at 712 LeManns Drive. The property is zoned R-2A Single Family Residential.

### REPRESENTATIVES OF CASES

- **Kristin Gilreath**  
712 LeManns Drive  
Manchester, MO 63021

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### 1. CALL TO ORDER

Commissioner Fluchel called the Planning and Zoning meeting of October 13, 2014 to order at 7:01 p.m.

### 2. ROLL CALL

Commissioner Fluchel asked the Recording Secretary to take roll.

Commissioner/Secretary James Labit	Present	Chairman Jason Truesdell	Excused
Commissioner Jack Fluchel	Present	Commissioner Mark Smith	Excused
Commissioner Joni Korte	Present	Alderman Mike Clement	Present
Commissioner Tom Brown	Present	Director Kathy Arnett	Present
Mayor David Willson	Present	Melissa Barklage, Recording Secy	Present

### 3. APPROVAL OF MINUTES

Commissioner Brown made the motion to approve the minutes of September 8, 2014 Planning & Zoning meeting. Motion seconded by Commissioner Labit; motion approved by voice vote. The vote taken was recorded as follows:

<u>Ayes</u>	<u>Nays</u>	<u>Abstentions</u>	<u>Excused</u>
5	0	0	2

4. **APPROVAL OF AGENDA**

Commissioner Fluchel asked if there were any changes to the agenda. Commissioner Labit made the motion to approve the agenda as presented. Commissioner Brown seconded; motion approved by voice vote. The vote taken was recorded as follows:

<u>Ayes</u>	<u>Nays</u>	<u>Abstentions</u>	<u>Excused</u>
5	0	0	2

5. **OLD BUSINESS**

A. **No Old Business**

6. **NEW BUSINESS**

A. **CASE #14-SP-006**

A request for Site plan approval has been made by Thomas & Kristin Gilreath for an 828 square foot addition to their existing home at 712 LeManns Drive. The property is zoned R-2A Single Family Residential.

Presenting for the case today was Kristin Gilreath. She stated that they were looking for a bigger home but were happy with their location in Manchester. However with their kids growing up they needed more space in their home. The Gilreaths currently have a walkout ranch style home and they are looking to add on a 2 story addition that goes out from the kitchen with a master suite. The new space would be a family area with the bottom being a 2 car garage and bathroom.

Commissioner Labit asked if there was a basement on the addition. Mrs. Gilreath explained that the addition will add a 3<sup>rd</sup> car garage underneath. Part of the addition will be finished with bathroom and storage area. Commissioner Labit asked if the siding will be the same on the new section. Mrs. Gilreath stated that they would be doing new siding on the entire home including the new addition once the addition is complete. They will also be bringing the landscaping around the new section and match the new roofing.

Commissioner Brown asked if they have a contractor already lined up. Mrs. Gilreath confirmed that they do. Commissioner Brown asked when they would start. She stated that they would like to get the concrete this fall as long as the weather permitted. Then they would continue with the work thereafter.

Commissioner Fluchel asked about impervious surface coverage for the lot. Director Arnett stated that after a quick analysis of the proposed site plan she found that there is still 80% of the lot that is not covered by a structure. Staff does not see any issue with zoning requirements due to it being a corner lot and having extra large setbacks. No issue is seen with the drainage to the common ground either. Commissioner Fluchel asked what the setbacks were for the lot. Director Arnett stated it has 10 feet side yard and 15 feet rear yard setbacks. The proposed site plan is 25 feet from the side and 21 feet from the rear.

Commissioner Labit made the motion to approve the site plan for CASE #14-SP-006. Commissioner Brown seconded the motion; it was passed by voice vote. The vote taken was recorded as follows:

<u>Ayes</u>	<u>Nays</u>	<u>Abstentions</u>	<u>Excused</u>
5	0	0	2

7. **PLANNING AND ZONING DIRECTOR'S REPORT**

Director Arnett was welcomed to the Commission as the new Planning & Zoning Director. No new projects to announce at this time.

**8. EX-OFFICIO'S REPORT**

Alderman Clement spoke about the passing of the appointment of a new Planning, Zoning, and Economic Director. Alderman Clement welcomed Director Arnett to the City. The first reading of the special use permit hearing for Culver's was read at last week's Board of Alderman meeting. There was one voice of opposition to the demolition of the building at the proposed Culver's lot. The building currently there has some historic merit but has been vacant for the better part of 10 years. The next vote for the second reading will be next week at the Board of Alderman meeting. Alderman Clement anticipates a favorable passing of the special use permit.

**9. COMMENTS FROM THE PLANNING AND ZONING COMMISSION**

Commissioner Labit welcomed Kathy Arnett to the commission and asked to hear about her background.

Director Arnett stated that she comes to the City with a Bachelor of Science Degree in Urban & Regional Planning from Michigan State University. She spent the first 14 years of her career at the City of Wildwood and did a variety of tasks for the City during her time. She spent the last 5 years in a position for a private company that does websites and tech solutions for governments.

Mayor Willson added that he feels Kathy will be a good addition to the City.

**10. ADJOURNMENT**

Commissioner Brown made the motion to adjourn the Planning and Zoning Commission meeting of October 13, 2014, at 7:30 p.m. Motion seconded by Commissioner Korte; motion approved by voice vote. The vote taken was recorded as follows:

<u>Ayes</u>	<u>Nays</u>	<u>Abstentions</u>	<u>Excused</u>
5	0	0	2

Respectfully submitted by:  
Melissa Barklage, Recording Secretary

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